

**FRESNO, CALIFORNIA
CLASS SPECIFICATION**

BUYER

FLSA STATUS:

Exempt

CLASS SUMMARY:

The Buyer is the first and entry level in a three level Purchasing series. Incumbents are responsible for performing preparing bid specifications, analyzing bids for compliance, completing and processing requisitions, and communicating procurement policies and procedures to interested parties.

Distinguishing characteristics within the class, based upon assignment are, at entry, responsibility for assisting with and learning how to perform the essential duties of the classification under close supervision. Senior positions are responsible for independently performing the essential duties of the classification.

The Buyer is distinguished from the Senior Buyer, which has lead worker responsibilities for assisting, training, and serving as a technical resource, preparing reports, and performing administrative tasks

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

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| 1. | Completes and processes requisitions, places orders with vendors, and issues Emergency Purchase Orders. | Daily
20% |
| 2. | Procures commodities and services through bidding processes and issuing purchase orders. | Daily
15% |
| 3. | Provides advisement and guidance to internal departments regarding purchasing procedures and guidelines, including issues associated with bidding processes. | Daily
10% |
| 4. | Researches and locates sources of supply; performs price and cost analyses; evaluates quality and suitability of supplies and materials. | Daily
10% |
| 5. | Develops, reviews, and processes specifications for formal and/or informal bids and Requests for Proposals. | Weekly
25% |
| 6. | Corresponds with vendors regarding quality, cost, terms, delivery, discounts, or transportation of ordered materials; reviews and approves change orders. | Weekly
5% |
| 7. | Analyzes bids for compliance with the City's purchasing procedure requirements, specifications, and recommendations. | Monthly
10% |

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<u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties are a representative sample; position assignments may vary.)		<u>FRE- QUENCY</u>
8.	Coordinates bid projects for assigned area(s) of responsibility, from pre-bid meetings through bid award.	Monthly 5%
9.	Monitors existing Requirements Contracts for expiration and renewal	As Required
10.	Performs other duties of a similar nature or level.	As Required

Training and Experience (positions in this class typically require):

- Associate's Degree in a related field and one year of purchasing experience in business or office setting is required;
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. An additional year of qualifying experience may be substituted for the required education.

Licensing Requirements (positions in this class typically require):

- Basic Class C License

Knowledge (position requirements at entry):

Knowledge of:

- Purchasing principles, methods and procedures;
- Evaluating supplies and materials;
- Analytical methods and techniques;
- Purchase acquisition methods and procedures;
- Specification writing techniques.

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Skills (position requirements at entry):

Skill in:

- Using computers and applicable software applications
- Evaluate supplies and materials
- Coordinating commercial development, economic development, and redevelopment community needs
- Reading and interpreting rules and regulations associated with recreational games and activities
- Training employees in proper work methods
- Negotiating and price adjustments for Requirements Contacts
- Diagnosing mechanical, hydraulic, pneumatic, electrical, and electronic malfunctions in instrumentation, programmable logic controllers, and telemetry systems
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

Physical Requirements:

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, and repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, and walking.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects including one's own body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. Some positions may require more frequent walking, lifting and standing.

Note:

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)

Date: 11/2007

Reviewed by the City of Fresno

Date: 5/2008